

Budget Narrative

Budget Categories	Detailed Description	Amount Requested from MEPI	Cost-Share Amount	Total Project Amount
1. Personnel				
<i>1.1 Position, Name</i>				
...	...			
2. Fringe Benefits				
<i>2.1 Position, Name</i>				
...				
3. Travel				
<i>3.1 Airfare</i>				
...				
4. Equipment (more than \$5000/unit)				
<i>4.1 Equipment Item</i>				
...				
5. Supplies				
<i>5.1 Supplies Item</i>				
...				
6. Contractual				

Budget Narrative Sample Template

...				
7. Construction - Not Allowable				
8. Other Direct Costs				
8.1 Conf room rental				
...				
9. Total Direct Costs (lines 1-8)				
10. Indirect Costs* (reflect provisional, pre-determined rate and allocation base)				
11. Total Costs (lines 9-10)				